



## **CITY OF PLEASANT HILL** **POLICE DEPARTMENT**

**INVITES APPLICATIONS FOR**

### **SUPPORT SERVICES SUPERVISOR**

**SALARY: \$5,361- \$6,922/Month**

**APPLY BY: Monday February 8, 2010 by 5:00 P.M.**

**POSITION:** The City of Pleasant Hill Police Department is recruiting for a Support Services Supervisor to work under the general supervision of a Police Lieutenant in the Support Services Division of the department. The primary function of this position will be to assist in the day-to-day supervision of records management, communications and property and evidence functions of the department.

**DUTIES:** Duties may include, but are not limited to the following: plan, organize, schedule and evaluate the work of support staff in the performance of records management and retention, property and evidence and communications functions of the department. Supervise and train support staff to ensure smooth workflow and high productivity; respond to questions and concerns from public, departmental staff and other agencies; provides information as appropriate and resolves issues and complaints; compiles statistical data and prepares a variety of on-going and special statistical reports for the Administration of the Police Department, City Council, various departments of the City, and for monthly statistical reporting to the State and Federal governments. Responsible for accurate record-keeping, including computer entries and manual filing; acts as primary liaison to other agencies in the control and filing of arrest warrants in both manual and electronic files; acts as the department's custodian of records for police reports and acts as the Department Subpoena Clerk, including appearance and testimony in court, depositions and other similar proceedings as necessary. Supervise work with other Department personnel and the public in the use of the police records system; responsible for the on-going training of personnel assigned to the records and/or communications functions of the department including Dispatchers and Community Service Officers. Perform related duties as assigned.

**QUALIFICATIONS:** General knowledge of basic office practices, time management, supervision and training. Must have knowledge of police radio and police dispatching. Must establish and maintain effective work relationships with co-workers, other City employees, public and private officials and the general public using principles of good customer service. Knowledge of principles, codes, regulations and laws governing records management and evidence property retention; police records systems, police records collection and dissemination and rules governing

the release of information including extensive knowledge of the California Public Records Act; general knowledge of English usage; ability to communicate clearly and concisely, orally and in writing and compose general correspondence. Must have the ability to interpret and apply administrative and departmental policies, laws and rules; understand the organization and operation of the City and outside agencies as necessary to assume assigned responsibilities; assign personnel in accordance with priority and needs and prepare work schedules to provide adequate coverage on all shifts. Must have the ability to train and evaluate subordinates. Must possess a valid California driver's license.

**EXPERIENCE & EDUCATION:** Must have two years of technical experience in police records work that require substantial public contact including California Public Records Act. One year of experience in police call-taking. Equivalent to high school completion; AA degree or 60 college credits, plus one year of supervisory experience preferred. California POST Records Supervisor Certificate and California POST Dispatcher Certificate preferred.

**SELECTION:** Finalists will be selected on the basis of background, experience and education as evidenced by City application and resume. Qualified applicants will be invited to participate in the testing process. The testing process may consist of a written exam. The most qualified will be invited to an interview weighted 100%.

**APPLICATION:** Completed application forms and resumes must be received by 5:00 p.m., Monday, February 8, 2010 in the Human Resources Department. Applications may be obtained from the City of Pleasant Hill, 100 Gregory Lane, Pleasant Hill, California or from the Pleasant Hill Police Department. Applications may also be downloaded from the City's website at [www.ci.pleasant-hill.ca.us](http://www.ci.pleasant-hill.ca.us) For further information phone (925) 671-5220.

#### **COMPENSATION AND BENEFITS**

The City of Pleasant Hill operates under the merit system, not Civil Service. Employees are **NOT** covered by SOCIAL SECURITY OR STATE DISABILITY INSURANCE.

**Vacation:** Vacation is earned one day a month for the first three years.

**Sick Leave:** Sick Leave is earned one day a month, no maximum accrual.

**Holidays:** Thirteen (13) per year plus one personal leave day.

**Health Insurance:** City offers medical benefits under Kaiser or Health Net or \$200 redirected to deferred compensation.

**Life Insurance:** City paid group life insurance for all regular employees.

**Dental Coverage:** City paid dental insurance for all regular employees after six (6) months of employment. Two plans available.

**Vision:** City paid vision plan is available to all employees.

**401(a):** Employees contribute 4% of monthly salary with the City matching the contribution.

**ICMA 457 Def'd Compensation:** Available to all employees.

**Long-Term Disability:** City pays group disability insurance for all regular employees.

**Medicare:** All new employees are required to contribute 1.45% of payroll to Medicare. Employer contributes the same amount.

**Retirement:** Employees are members of Public Employees Retirement System 2% @ 55. City pays employee contribution (7%).

**Probation Period:** Twelve (12) month probationary period.

**Educational Incentive:** Compensation for degree and units; reimbursement for books and tuition for classes taken toward an approved degree program or job related class.

**Uniform Allowance:** \$728 per year, adjusted annually per Consumer Price Index

#### **DISCLAIMER**

No warranty; although great care has been taken to accurately report your benefits, there has been no warranty of complete benefit summary intended. Naturally, all information provided must be subject to the actual terms of the legal documents that control your benefit program.